



ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF PORTSMOUTH, VIRGINIA  
801 CRAWFORD STREET – 5<sup>TH</sup> FLOOR  
PORTSMOUTH, VIRGINIA 23704  
PHONE: (757) 393-8804 – FAX: (757) 393-8392

**LOCAL INCENTIVES PROGRAM**

# **SAFETY AND SECURITY GRANT**

## **Program Guidelines Application Process Information**

For Fiscal Year 2019 (July 1, 2018 – June 30, 2019)

- I. Purpose**
- II. Eligibility**
- III. Program Overview**
- IV. Process Flow Chart**
- V. Application Form (including W-9 form)**

- Proposal/quote from vendor
- Itemized invoice from vendor
- Proof of payment

- PPD and/or PFRES security survey
- Certificate of alarm system monitoring

**STAFF**

- Date received: \_\_\_/\_\_\_/\_\_\_
- Complete application? Y N
- Staff verified installation

**FOR INTERNAL USE ONLY**

## **I. Purpose**

A program to assist Portsmouth commercial property (non-residential) owners with the costs related to improving safety and security measures.

## **II. Eligibility**

- Property owners and tenants within the boundaries of the City of Portsmouth
- Property must be current on all City of Portsmouth taxes and fees
- Property is zoned for commercial, industrial, office, or mixed-use
- Applicants have conducted a property evaluation in conjunction with the Portsmouth Police Department (PPD) and/or Portsmouth Fire, Rescue and Emergency Services (PFRES)

## **III. Program Overview**

The Local Incentives Program Safety and Security Grant (SSG) is made possible through partnership with business and property owners, the Department of Economic Development, the Economic Development Authority (EDA), the PPD and PFRES. Grant funds are available for the implementation of recommendations made by PPD and/or PFRES. The maximum award is \$2,000 per applicant.

The City of Portsmouth EDA would like to encourage the use of Portsmouth businesses in the execution of projects granted Safety and Security funds. To this end, the EDA staff will look more favorably upon projects that use materials and labor from Portsmouth businesses.

Grants are made as a reimbursement for actual costs incurred following the property evaluation and subsequent implementation of eligible system purchase and installation. Proof of payment is verified by canceled check or credit card statement.

Application must include a completed property evaluation form from the appropriate Portsmouth public safety agency, scope of work and cost estimates (at least two estimates from different vendors), official invoice of services provided, and certificate of alarm monitoring. SSG applications will be reviewed and processed by the Department of Economic Development. To be eligible for funding, Applicant must obtain approval of the application by the Department of Economic Development. Please be advised, some improvements to the exterior or interior of a structure may require local government approvals. The applicant is solely responsible for securing any and all required permits and approvals and for complying with all government regulations. Expenditure for improvements made without a required permit or approval are not eligible for reimbursement under the grant program.

### **Program Enrollment**

Applicants first contact the Department of Economic Development to discuss the program and whether or not the project meets the criteria of the grant program. To schedule an evaluation with the Portsmouth Police Department, please contact LaTisha Branch at 393-8092. Contact Chief Hoffler for the Portsmouth Fire Department: 757-393-8765. The applicant is responsible for completing the application thoroughly and submitting it to Economic Development.

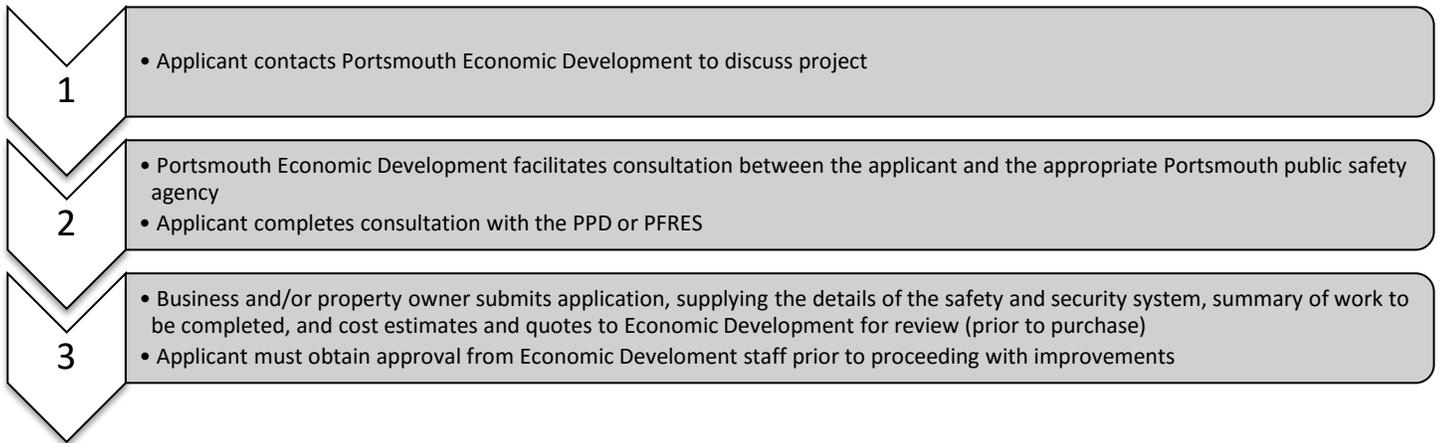
### **Improvement Parameters (By way of example)**

- Access control systems
- Fire suppression systems
- Intrusion or fire detection systems
- Security lighting
- Video surveillance

Prohibited Uses: Cyber security software and/or equipment, personal safety items (i.e., weapons, firearms, etc.), special and/or structural renovations, temporarily installed systems, wages for employed or contracted security staff.

Installed equipment should be permanent and remain with the building.

**IV. Process Flow Chart**



**V. Application Form (including W-9)**

Property Owner and Information	
Applicant(s) Legal Name:	
Contact Person for Application:	
Contact Information - Telephone Number:	
Contact Information - Email Address:	
Occupant (Business name):	
Business Address:	
Local Incentive Program Area:	
Business Number of Employees:	

Contractor Information	
Contractor/Vendor Names:	
Summary of Job Tasks to be Completed - Details of Security System	
Estimated Cost (as verified with attached quote #1):	
Estimated Cost (as verified with attached quote #2):	

*Applicants must sign this application form. If applicant is a legal entity, the applicant must supply legal documents authorizing signer. If the applicant is a tenant, the property owner must sign where indicated below to consent to the application and proposed improvements. If there are any questions, please call the Portsmouth Economic Development authority at (757) 393-8804.*

If have read and understand the program guidelines and application for the Local Incentives Program Safety and Security Grant. I understand that all grant awards are at the sole discretion of the Portsmouth Economic Development Authority.

The undersigned understands and agrees that all information furnished in connection with this application for the Safety and Security Grant program involves the use of public funds and as such may be made public pursuant to the statues of the United States of America, the Commonwealth of Virginia, and the City of Portsmouth.

I also understand that his form is the application form. In order to receive the requested grant funds, I must adhere to the project work items detailed within this application in addition to following the property procedures through the City of Portsmouth Department of Permits and Inspections.

**APPLICANT SIGNATURE**

-----  
Signature

-----  
Date

-----  
Signature

-----  
Date

**OWNER CONSENT (Required if Applicant is a tenant)**

-----  
Signature

-----  
Date

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type  
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

#### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number											
				-			-				

OR

Employer identification number											
				-							

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

#### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

#### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.